



## **3D-Tune-In:**

3D-games for TUNing hEarlNg aids

# **Deliverable 7.1: Report on the Kick-Off Meeting 11/12 May 2015**

25/05/2015



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## 1. Lists of Attendees

### 1.1. Attendees 11 May

Name	Surname	Institution
Alessandro	Bernardi	GN Hearing s.r.l.
Ugo	Ceciliato	Xteam
Sue	Cobb	University of Nottingham
Mirabelle	D'Cruz	University of Nottingham
Ernesto	de la Rubia-Cuestas	Universidad de Malaga
Penny	Duquenoy	Middlesex University
Richard	Eastgate	University of Nottingham
Alberto	De Hoyo	Nerlaska
Catherine	Flick	De Montfort University
Antonio	Granata	GN Hearing s.r.l.
Ragnar	Hrafinkelsson	Reactify Music
Genovefa	Kefalidou	University of Nottingham
Yuli	Levtov	Reactify Music
Tomas	Marco Linares	Nerlaska
Ash	Patel	University of Nottingham
Lorenzo	Picinali	Imperial College
Radu	Rautiu	Imperial College
Arcadio	Reyes-Lecuona	Universidad de Malaga
Jethro	Shell	De Montfort University
Luca	Simeone	Vianet
Stefano	Tamascelli	Xteam
Maite	Ferrando	Nerlaska
Gerben	Wedekind	Imperial College
Mattia	Zaninoni	GN Hearing s.r.l.

### 1.2 Attendees 12 May

Name	Surname	Institution
Alessandro	Bernardi	GN Hearing s.r.l.
Ugo	Ceciliato	Xteam
Sue	Cobb	University of Nottingham
Mirabelle	D'Cruz	University of Nottingham
Ernesto	de la Rubia-Cuestas	Universidad de Malaga
Richard	Eastgate	University of Nottingham
Alberto	De Hoyo	Nerlaska
Catherine	Flick	De Montfort University
Lorraine	Gailey	Hearing Link
Antonio	Granata	GN Hearing s.r.l.
Shirley	Hall	Extra Care



Ragnar	Hrafnkelsson	Reactify Music
Genovefa	Kefalidou	University of Nottingham
Yuli	Levtov	Reactify Music
Tomas	Marco Linares	Nerlaska
Ash	Patel	University of Nottingham
Lorenzo	Picinali	Imperial College
Beatrice	Poggi	Progetti ENS
Radu	Rautiu	Imperial College
Arcadio	Reyes-Lecuona	Universidad de Malaga
Rowland	Sandys	Extra Care
Jethro	Shell	De Montfort University
Luca	Simeone	Vianet
Stefano	Tamascelli	Xteam
John	Trett	Hearing Link
Maite	Ferrando	Nerlaska
Gerben	Wedekind	Imperial College
Mattia	Zaninoni	GN Hearing s.r.l.
Amir	Zuccala	Progetti ENS



## 2. Meeting Agenda

### Day 1: Monday 11 May

Time	Item	Lead
09h00-09h30	<i>Welcome coffee and tea – registration</i>	
09h30-09h45	<b>Introduction, tour de table</b>	Lorenzo Picinali
09h45-10h30	<b>Overview of the 3D-Tune-In project</b>	Lorenzo Picinali
10h30-10h50	<i>Break</i>	
10h50-11h20	<b>Overview of Hearing Aids technologies and functions</b>	GN Hearing
11h20-12h00	<b>EC Expectations</b>	PMO
12h00-12h30	<b>Internal rules and expectations</b> (project management, communication, etc)	Lorenzo Picinali
12h30-13h30	<i>Lunch</i>	
13h30-15h00	<b>Work Package presentations</b> (WP1, 2, 3 - 15 minutes presentation + 15 minutes discussion)	WP Leaders
15h00 - 15h30	<i>Break</i>	
15h30 - 17h30	<b>Work Package presentations</b> (WP4, 5, 6, 7 - 15 minutes presentation + 15 minutes discussion)	WP Leaders
17h30-17h45	<b>Wrap-up, Conclusion</b>	Lorenzo Picinali

### Day 2: Tuesday 12 May - morning session and lunch

	Item	Lead
09h00-09h30	<i>Welcome coffee and tea</i>	
09h30-10h00	<b>Dissemination and communication</b> (templates for reporting, press releases, presentations, presentation of the 3D Tune-In website and discussion)	PMO



10h00-10h20	<b>Open access research data pilot</b>	Jez Cope
10h20-10h40	<i>Break</i>	
10h40-11h20	<b>Consortium Agreement - Intellectual property and licenses</b>	Lorenzo Picinali - Margaret Christie
11h20-11h40	<b>Ethics</b>	Catherine Flick
11h40-12h40	<b>Follow-up discussion from the previous day</b> <b>Potential amendments to be submitted to EU</b> <b>Next meeting details and organization</b>	Lorenzo Picinali / PMO
12h40-13h00	<b>Conclusion and upcoming deliverables</b> <b>Introduction of the end users associations</b>	Lorenzo Picinali
13h00-14h15	<i>Lunch - with end users associations</i>	
14h15-14h30	<i>Move to Sherfield Building – Room SALC10</i>	



### 3. Report of the Kick-Off meeting

On May 11 and 12 2015, the 3D-Tune-In (3DTI) project was kicked-off at the premises of the Coordinator, Imperial College London. The meeting served to:

- recall the goal, approach, scope and governance of 3DTI;
- formally introduce project beneficiaries to one another;
- spell-out the rules and expectations as regards project management, quality assurance and ethics;
- reach agreement on the Consortium Agreement (CA) and possible (minor) amendments to the Grant Agreement (GA) – which will be submitted to the European Commission by the Coordinator in due course.

All project beneficiaries were well-represented, with 24 participants on the first day, and 29 participants on the second day (representatives of end-user associations joined the final item of the agenda, as the Kick-Off was organised back-to-back with an end-user workshop - organised by the University of Nottingham)

In accordance with provisions spelled-out in the CA and GA, 3DTI's Executive Board will meet (virtually) once a month, while the Project Management Board (composed of 1 representative per partner) meeting bi-yearly. The Coordinator will liaise with project partners as regards the nomination of PMB representatives. Furthermore, it was agreed that all partners should inform the Coordinator quarterly concerning their involvement in 3DTI in terms of Person Months (backed-up by timesheets), and while submitting a financial report bi-yearly. These reports – templates will be circulated in due course by the Coordinator – are intended as internal reports only, and served to prepare for the yearly formal report on 3DTI (to be submitted to the EC).

Furthermore, the Consortium was particularly informed on the following items:

1. The need to adhere to EU and Consortium rules concerning the timely submission of deliverables, dissemination, exploitation. 3DTI's Exploitation and Dissemination Manager (Luca Simeone – Vianet) and the Exploitation Work Package Leader (Maite Ferrando – Nerlaska) will take a leading role in this regard, alongside the Coordinator and Project Manager.
2. The need to ensure that all project activities adhere to the EU's and national ethical standards. Approval should be obtained from 3DTI's Ethics Coordinator (Catherine Flick – University of Nottingham) prior to any activities that involve interactions with humans and that might have ethical implications. The Ethics Coordinator will also (alongside the Coordinator) liaise with the external, independent Ethics Advisor (Penny Duquenoy – Middlesex University).
3. The need to ensure high quality delivery throughout the project. In line with the provisions in the Project Handbook (D7.2, due in M2 – July 2015), and prior to submission, partners should send deliverables for approval to Quality Assurance Manager Mirabelle D'Cruz (University of Nottingham), while informing Coordinator and Project Manager.
4. The obligation for all partners to familiarise themselves with EU rules regarding (financial) reporting and general project delivery (as stipulated Horizon 2020's Rules for Participation; Annotated Model Grant Agreement – the version in circulation at the time of the kick-off 3DTI).



During the Kick-Off meeting it was agreed that the Coordinator will circulate the latest version of the Grant Agreement among the Consortium. Possible suggestions for changes (e.g. changes in submission deadlines, task leader etc.) can be sent in due course to the Coordinator/Project Manager - who will ensure submission of an updated GA in the EC's SyGMA. Moreover, participants were reminded to sign the Consortium Agreement – a process coordinated by the Research Office of Imperial College London.

As regards file-sharing: until the launch of the 3DTI website (deliverable due in M6), it was agreed that the Consortium will make use of a secure file repository hosted by the University of Malaga. This repository serves as a place-holder for internal project documentation and is open to all project participants. Slides presented during the Kick-Off will be made available via this medium.

Finally, it was agreed to organise a workshop in the Summer of 2015 – in which technical specifications of the Toolkit will be discussed. The Coordinator and University of Malaga will coordinate the organisation of this workshop.

The meeting was recorded, and all videos as well as presentations have been made available to the partners (in the secured repository).